

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: December 2, 2008
CLOSING DATE: Open Continuous

Recruiting Bulletin No. 08-2599-050

POSITION: ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$10.50-\$15.75
Salary is determined by Duty Station Location.

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of extension.

NOTE: Bulletin will remain open until positions are filled. It will be open a minimum of 10 days. Qualified applicants will be referred to selecting officials as requested.

WHO MAY APPLY: All Qualified US Citizens, residing in the State of Illinois.

AREA OF CONSIDERATION: Chicago Region, Early and Local Census Offices
(Located in the State of Illinois)

MULTIPLE DUTY STATION LOCATIONS. Applicants will be considered for vacancies in their immediate area within specific geographic boundaries.

**Carbondale, IL-Champaign,IL-Edwardsville,IL
Springfield,IL-Elgin,IL-Rockford,IL-Rock Island,IL
Joliet,IL-Vernon Hills,IL-DuPage County,IL
Lemont,IL-Chicago,IL.Matteson,IL**

• Applicants must submit an OF-306 with the application. Please visit OPM website:
http://www.opm.gov/forms/pdf_fill/of0306.pdf

DUTIES:

Incumbent servers as a Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

QUALIFICATIONS:

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. All applicants **MUST** take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below.

BASIS OF RATING:

Applicants are required to pass a Bureau of the Census written exam. You will be contacted concerning the date and location to take the test once your application has been received. If you have already taken the Recruiting Assistant, Clerk, and Enumerator test, you will not need to retake the test.

Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. No one will be admitted once testing begins. This agency provides reasonable accommodations to applicants with disabilities.

Payment of relocation expenses IS NOT authorized.

HOW TO APPLY: Each applicant must submit: **(Please follow the 2 steps outlined below)**

STEP 1. An Application: The following formats may be used

A. Optional Application for Federal Employment (OF-612), Please visit the OPM website:

http://www.opm.gov/forms/pdf_fill/of612.pdf or

B. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**

C. An Application for Federal Employment (SF-171) – this form is obsolete but may be used.

In addition, applicants are required to complete a BC-170D, Census Employment Inquiry. This form will be provided for your completion at the testing location.

Step 2: Submit complete application package (facsimile and e:mail applications will not be accepted) must be submitted to:

Bureau of the Census

Chicago Regional Census Center

500 W Madison, Suite 1600

Chicago, IL 60661 ATTN: Jodi Wysocki - Human Resource Specialist

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Announcement number, title of position.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number

- Country of citizenship (**this Federal job requires U.S. citizenship**).

-Veteran's Preference – Applicants claiming 10-point veterans preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).

- Highest Federal civilian grade held (if applicable)

-Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

-Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

-Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-800-470-8896.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

